

Developmental Disabilities Council
Reading Cover Page

Date: September 16, 2004

Meeting: Governance Committee

Reading Number: 04-G-13

Issue: Support Person's Code of Conduct

Included in this reading:

Draft 4 – Support Person's Code of Conduct

Background/Summary:

Draft 4 includes the changes proposed at the July Committee meeting.

Action:

Discussion, recommendation and vote to
Full Council

Focus Question(s):

If you have questions or need more information, please contact Clare Billings or Brian Dahl at 1-800-364-4473

Draft 4

Support Person's Code of Conduct

The Developmental Disabilities Council must ensure all Council members have the supports needed to fully and meaningfully participate in all Council meetings and Council activities.

Supports are based on the needs of each individual. The supports that may be provided include, but are not limited to assistance with:

- Transferring.
- Dressing and other personal hygiene tasks.
- Arranging transportation and driving when necessary.
- Meals.
- Understanding written materials and oral communications, before, during, and after meetings.
- Orientation to meeting spaces, restaurant and overnight rooms.

The Council member will direct any changes in supports.

The Developmental Disabilities Council expects support persons to respect members

- Self-Determination
- Independence
- Inclusion and integration in all Council meetings and Council sponsored activities.

Support persons must adhere to the following performance expectations in providing support to members of the Developmental Disabilities Council:

1. **Accuracy**—The support person must assist the member to understand written and oral information accurately. If the

support person does not understand the information, the support person must inform the member and find knowledgeable sources to assist in interpreting. (See Obstacles to Practice #11.)

2. **Cultural Appropriateness/Non-Discrimination** —The support person must be culturally appropriate, sensitive, and respectful of the individuals they serve and all members of the council. Support persons must not discriminate on the basis of gender, disability, race, color, national origin, age, social-economic or educational status, religious, political, or sexual orientation.
3. **Confidentiality**— Support persons shall not divulge any information obtained through their assignments, including information gained through access to documents or other written materials.

Support persons must keep the details of supports provided to Council members confidential.
4. **Speaking out**—Support persons must not speak out, enter into discussions, or express their own opinions on Council business before, during or after Council meetings.
5. **Proficiency** —Support persons must meet the minimum employment standards as determined by the Developmental Disabilities Council and the member receiving support.
6. **Compensation**—The fee schedule agreed to between the DDC and the support person should be the maximum compensation accepted. Support persons shall not accept additional money, considerations, gifts, or favors for services from the member or other outside entities, or use

the department or facilities, equipment or supplies for private or other's gain or advantage, and/or use or attempt to use their position to secure privileges or exemptions.

7. **Performance evaluation** – Support persons must accurately and completely represent their certifications, training, and experience. The Council member will complete a performance evaluation on their support person. Within the guidelines of the Council's Reasonable Accommodations Policy, the member will direct any changes in supports.
8. **Impartiality – Conflict of Interest**—Support persons must disclose any real or perceived conflict of interest which would affect their objectivity in the delivery of service.
9. **Scope of Practice** –Support persons must be respectful to members and staff at all times.

Support persons shall not counsel, refer, give advice, or personal opinions to the member being supported unless directed to do so by that member.

Support persons shall not express personal opinions before, during, and after Council meetings, executive sessions, and Council sponsored activities.

Support persons must pass a State Patrol Background check as they will often have unsupervised access to the people they support. Support persons are required by law to report any suspected abuse, neglect or financial exploitation to Adult Protective Services.

10. **Professional Demeanor** –Support persons must be punctual, prepared, and dressed in a manner that is appropriate and not distracting from the situation. Support

persons must refrain from using perfumes or other aromatic personal hygiene products, alcohol or illegal drugs while providing supports to Council members.

11. **Reporting Obstacles to Practice** –Support persons must assess at all times their ability to do their assigned tasks. If a support person has any reservations about his/her competency, they must immediately notify the member and the Council Member Support Coordinator and offer to withdraw.

Support persons are not required to do any task that is potentially dangerous to either themselves or the member being supported and may withdraw from the assignment without fear or threat or retaliation. The support person must notify the Council member and the Council Member Support Coordinator before withdrawing.

12. **Ethical Violations** – Support persons shall immediately withdraw from encounters perceived as violations of this code.
13. **Professional Development** – Support persons should develop their skills and knowledge through professional training, continuing education, and interaction with colleagues and specialists in related fields.

This code applies to all persons providing support to Council members and must be complied with at all times. Violations of the code shall result in termination of the contract.